

**Cypress College
Planning and Budget Committee
Minutes of September 3, 2015**

Present: Santanu Bandyopadhyay, Karen Cant, Phil Dykstra, Bryan Seiling (Ac. Sen.) Jolena Grande (Ac. Sen. Pres.), Christina Johanssen (UF), Michael Kavanaugh, Rod Lusch (CSEA), Grace Suphamark (CSEA)

Resource Advisors: Raul Alvarez, Joyce Carrigan , Paul de Dios, Steve Donley, Richard Fee, Mary Forman, Yongmi Han, Mark Majarian, Rick Rams, Dave Wassenaar

Guest:

Recorder: AeYoung Kim

1. Minutes

The Minutes of May 21st were approved as amended.

2. Review of PBC Guide- Karen Cant

Karen welcomed the committee and reviewed the PBC Guidelines touching on key points. Meetings will be held the first and third Thursday of each month. There are 10 voting members and 13 non-voting members. PBC is an advisory committee to the President's Advisory Council and typically PAC will not change a recommendation made by PBC. If members of PBC cannot come to consensus, Recommendations are not forwarded to PAC until the committee can come to a consensus.

3. Budget Update- Karen Cant

Karen reviewed a handout showing the Allocation of Carryover Funds for 2015-2016. The total carryover was \$5,833,148. The largest allocation goes to cover the PO's in progress and/or contracted to vendors. It will also partially fund One Time Funding Requests, Advanced Program Funding, Strategic Plan Initiatives, Campus Contingency, the International Student Program, and the Extended Day Deficit. The district has been working on an Extended Day model. Rod Lusch feels as though the model is imperfect and geared towards accreditation more than practical. Santanu Bandyopadhyay explained that the last 4 years have been spent tweaking the same model rather than developing a new model.

4. Bond Update- Karen Cant

Karen shared her excitement regarding the Measure J Bond. She attended the Oversight Committee. Cypress has completed the forums for input on Facility Master Plan amendments. The goal is to have the architect firms hired this fall for Veteran's Center, LLRC and SEM. This can be done at the same time as the EIR. Hopefully design work can start 2016. Richard Fee added that FC is having Parking issues which is slowing down the process.

Cypress College will be hiring a Capital Project Manager. The anticipated start will be January 2016

5. **WiFi Access Proposal- Mike Kavanaugh**

Cypress Campus upgraded the wireless network during the 2014-15 winter break. Phase 1 included 118 new internal and 20 external high density access points. Access is now extended beyond the campus boundaries. Our network has been an “open” network. There seems to be an increase in access from the campus neighbors. The recommendation is to have employees and students “authenticate” when accessing the campus wireless network. All devices accessing the network and would use their MyGateway user id/password. Guests will authenticate providing a valid email address and phone number and could be allowed access for 3, 2 hour sessions before being blocked. Long term guests could work with Academic Computing. With a show of thumbs, the committee supports the recommendation.

6. **One-Time Funding Requests Funding Proposal- Karen Cant**

Academic Senate agreed to send forward their approval to PAC at the beginning of the Fall Semester. OTFR’s will be revisited when approved at PAC.

7. **Food Services- Contract Renewal- Karen Cant**

Food service is up 20% in both the Cafeteria and the Bookstore Side. Typically when the school has gone out for bid we do not hit the threshold as a money maker. YBH was the only viable bidder. They had no school experience and the first year was a learning experience but they have really stepped it up. Karen is hoping to renew their contract instead of going out for bid. Jolena Grande expressed the early morning students have nowhere to go for food if they arrive earlier than 7:30am and wonders if there could be any way the hours of operations could accommodate the students. Richard Fee feels as though YBH is very responsive to requests and are very accommodating. If there is interest, John Sciacca chairs a Food Committee.

8. **Bookstore Updates- Karen Cant**

The statement of bookstore operations was shared with the committee. Follett has made it possible to have rental books available to the student which is something the college was unable to do before. There has been a lot of positive feedback regarding the bookstore and the manager. Bryan Seiling added that the publishers get along well with the bookstore as well. Karen shared that one thing Follett does is to keep their inventory all year instead of getting the amount we need per semester. When we were self-operated books were returned at census for cash flow reasons. The results of Follett’s inventory practice is that students buy books throughout the semester.

9. **Smoking on Campus- Karen Cant**

There has been renewed complaints about smoking near the Humanities building. It raises the question whether the college should consider a no smoking policy. Jolena asked if there was any way to make it a smoke free campus. Rod shared that Fullerton has a smoke free campus but is not enforced and suggested it would be more realistic to work with the city to make a smoke free city. Santanu added that UCLA also has a smoke free campus and though it is not 100% effective, it is there to discourage a bad habit and reduces the issue. It was brought to the committee’s attention that the

student body is considering a smoke free campus. Karen requested that the constituency groups discuss the issue.

10. **Special Requests**

The Committee supports the request by Research and Planning for \$2,700 to pay for the Noel-Levitz student satisfaction survey

The Committee supports the request by PE for \$7,500 to replace the current mobile batting cages.

The Committee supports the request by PE for travel expenses for the Athletes should they advance to playoff games.

The Committee supports the purchase idea of a water bottle dispenser in response to a student petition. Estimate cost \$2,000

The Committee supports the request by Health Science to repair equipment for \$3,300. Karen shared that Lynn Mitts is deserving of a thank you for her resourcefulness in finding a way to save the college \$400,000 which was the original quote to replace the equipment. Lynn managed to locate another x-ray machine that had parts which could be salvaged.

Next meeting will be held on September 17, 2015

Meeting adjourned: 2:30p.m.